



606.15 Inmate Correspondence

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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606.15-1 Policy

- I. Policies and procedures governing inmate correspondence shall be made available to all inmates and staff, and shall be reviewed annually and updated as necessary.
- II. Inmates shall have the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security. The facility will not limit incoming or outgoing mail and will maintain no list of correspondents. Inmates shall receive incoming mail only through the facility.
- III. Inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is read, censored, or rejected if any part of it presents a clear and substantial threat to the security and order of the facility. Inmates shall be notified when incoming or outgoing letters are withheld in part or in full.
- IV. Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the confining authority; state and local chief executive officers; state and county probation. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived by the inmate in writing.
- V. Incoming and outgoing mail will be handled through the facility and shall be delivered to and from inmates without unnecessary delay.
- VI. Packages for inmates shall not be accepted and shall be returned to sender.
- VII. Correspondence between inmates will not be permitted. Exceptions may be granted to inmates having immediate family members incarcerated in the facilities at the same time. Immediate family members are defined as husband/wife, mother/father, brother/sister, and sons/daughters.

606.15-2 Access and Updates

- I. Inmates shall receive a copy of facility rules and regulations.
- II. Facility staff shall be made familiar with inmate correspondence policies and procedures and shall have copies of applicable directives available to them.
- III. Policies and procedures governing inmate correspondence shall be reviewed annually and updated as necessary.

606.15-3 Inmate Communication/Correspondence

- I. Inmates shall have the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.
- II. There shall be no unreasonable limitations imposed on the volume of mail which an inmate may send or receive unless there is evidence to justify imposing limitations for reasons of safety, order and security, or other legitimate concerns.

606.15-4 General Correspondence

- I. Incoming and outgoing inmate correspondence shall be monitored to ascertain any attempts of escape, security violations, or conspiracy to introduce contraband.
 - A. Incoming mail shall be inspected to intercept cash, checks, money orders, or physical contraband.
 - 1. Letters opened for inspection should be neatly cut along one side.
 - 2. Envelopes should be inspected to ensure contraband is not concealed under the sealed envelope flap.
 - 3. A daily log shall record monetary enclosures contained in incoming mail. Proper accountability shall be followed to ensure proper receipting and recording to the appropriate inmate account.
 - 4. Items received through the mail that are not allowed to be retained in the inmate's cell, shall be returned to sender and the inmate so advised.
 - B. Outgoing mail shall be opened and inspected to determine if the letter is in code, or contains:
 - 1. Threats of physical harm against persons or threats of criminal activity.
 - 2. Threats of blackmail or extortion.
 - 3. Escape plans.
 - 4. Information which if communicated would create a clear and present danger of violence and physical harm to a human being.
 - 5. Denial of correspondence shall be based on legitimate facility interests of order and security.
- II. Each denial of delivery of incoming correspondence or mailing of outgoing correspondence shall be documented and written reasons given to the inmate. Copies of such documentation shall be retained in Classification records.

606.15-5 Legal/Official Correspondence

- I. Inmates shall be permitted to communicate with public officials, the courts, and their attorneys. Such correspondence shall be uncensored and treated as privileged whether received through the Postal Service or hand delivered to the facility by the sender or representative.
- II. Incoming legal/official correspondence shall **not** be opened except in front of the inmate to whom the mail is addressed, unless waived in writing. The correspondence shall not be read, only inspected for contraband.
- III. A log shall be maintained recording incoming official mail.
- IV. Outgoing legal/official correspondence shall be held no longer than 72 hours pending verification of proper addressing. Jail Administration may authorize inspection of the mail for contraband in the presence of the inmate, prior to it being sealed.
- V. Legal/official correspondence shall consist of correspondence to or from the following:

- A. Legal Counsel
- B. Courts
- C. Officials of the confining authority
- D. State and local chief executive officers
- E. State and County Probation

606.15-6 Mail for Released/Transferred Inmates

- I. Mail for inmates who have been released shall be returned to sender.
- II. Mail for inmates that have been transferred to State Prison or to a facility in another county or state shall be returned to sender.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
N/A

Other Policy/ Procedure References:
600.00 Table of Content